



Date Adopted: 09/21/1999

Date Revised: _____

Title: Building Official

FLSA: Exempt

General Purpose:

Under general direction of the Community Development Director, the Building Official is responsible for the management of the Building Division in the Community Development Department; is the designated authority charged with the administration and enforcement of local, state and federal codes, ordinances, and regulations for all buildings and structures; administers the plan review and inspection process of building construction and alterations; may serve as acting head of the department; and performs other duties as assigned.

Distinguishing Characteristics:

Incumbents in this classification have a broad range of independence within policy and procedural limitations and work under minimal supervision. This classification is distinguished from the Community Development Director who serves as the Department Head of the entire department with responsibility for Planning, Housing, Code Enforcement and Building and Safety functions. The Building Official provides direct and indirect supervision and management to all professional, technical and support staff, and contract personnel in the Building Division.

Essential Duties and Responsibilities:

Plans, directs and coordinates the activities of the Division relative to the enforcement of laws and codes governing the construction of new buildings or altering existing structures.

Supervises the review of building plans for conformance with code provisions.

Hires, supervises, trains and evaluates Building Division personnel; interprets City policies and procedures to employees; is responsible for morale and productivity of assigned staff.

Advises builders and homeowners on minimum standards of construction and materials.

Performs difficult inspections and assists staff in resolving technical questions relating to various code requirements.

Develops operational policies and procedures to ensure effective departmental operation and provides for continuous improvement of the Building Division.

Establishes systems to ensure consistency within the division.

Confers with architects, contractors and others concerning building code provisions and construction methods.

Resolves disputes between the City and contractors.

Prepares complex reports, letters and newsletters.

Makes presentations to the City Council, commissions and other groups; explains Division policies to the public, developers and builders.

Prepares and administers the Division budget.

Develops and implements Division goals, objectives, policies and priorities.

Plans, programs, directs and participates in all building service activities associated with setting and ensuring compliance with building standards.

Confers with and provides professional assistance to members of City departments on matters related to functional areas of responsibility.

Establishes and maintains liaisons with appropriate government bodies, private firms, organizations or individuals to assist in achieving City objectives and ensuring compliance with appropriate laws and development standards.

Performs related duties as required.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Minimum Qualifications:

Knowledge of:

All aspects of community development and their relationship to building inspection; the Uniform Building Code and other applicable state and federal codes.

Modern management principles and practices.

Problem solving and mediation techniques to resolve disputes.

Principles, practices and methods associated with developing building, plan check, construction and building inspection standards.

Engineering principles, concepts and procedures as applied to building inspection.

Construction methods and materials.

Principles and practices of budget preparation and administration.

Principles and practices of supervision, training and evaluation.

Effective written and oral communication techniques.

Modern office practices, procedures, methods and equipment.

Customer service skills.

Ability To:

Read, understand and interpret construction blueprints, plans and specifications.

Inspect and analyze standard building construction and to identify code violations.

Solve complex building inspection and code-related problems.

Work effectively with builders, contractors and the general public.

Supervise, train and evaluate assigned staff.

Explain City practices and objectives to appropriate public and private agencies, organizations and individuals.

Prepare analytical reports of a budgetary, technical and evaluative nature.

Uniformly interpret and enforce codes, standards and regulations.

Conduct comprehensive engineering analyses of building problems; analyze data and make decisions accordingly.

Establish and maintain effective working relationships with those contacted in the performance of required duties.

Utilize a personal computer to perform word processing, spreadsheet and specialized functions.

Communicate effectively both orally and in writing.

Prepare clear and concise reports.

Physical Standards:

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to sit for long periods of time; intermittently stand, walk, bend, and twist to reach equipment around desk; drive a motor vehicle; periodically in a field environment move across rough terrain, bridge scaffolding and negotiate construction sites including, but not limited to: crawling, jumping and climbing stairs and ladders; read fine print on blueprints and VDT's; converse in person, over the telephone, and two-way radio; write and use keyboard to communicate; operate a calculator; intermittently lift and carry files, maps and construction materials weighing up to 40 pounds; stamina to work additional hours to meet deadlines and attend night meetings.

Read and interpret complex data, information and documents; analyze and solve problems; interact with City management, other governmental officials, contractors, vendors, employees and the public.

Education, Experience and Training:

Any combination of education and experience equivalent to the following is likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: The equivalent to an AA or AS degree in construction inspection, building inspection or a related field. A bachelor's degree in a related field is desirable.

Experience: Six years of increasingly responsible employment in building inspection, standards development, plan checking or in a related engineering field which required application of building, plumbing, or electrical codes. Three years experience in supervision of professional and technical staff, such as those involved in building plans review and building inspection.

Training: Any recent training classes, such as academic courses and certification programs, which are relevant to this job classification.

Licenses, Certificates, Special Requirements:

Possession of a valid California Class C Drivers' License and Certificate of Automobile Insurance for Personal Liability.

Possession and maintenance of the Building Official certification issued by the Council of American Building Officials is required.

Plans Examiner and Combination Inspection certifications issued by the International Conference of Building Officials (ICBO) are highly desirable.